

CHECKLIST FOR CHAPTER 13 CASE

Instructions for cases filed by debtors filing without an attorney

- _____ ***Filing fee of \$189** – Cash, check or money order. Make out to “US Bankruptcy Court”
OR
- _____ ***Application and Order for Installment Payments**
OR
- _____ ***Application to Waive the Filing Fee.**
- _____ ***Petition** [Must be originally signed]
- _____ ***B-21 Statement of Social Security Number** – The full social security number must be stated on this form. Only last four digits of the SSN are listed on the petition.
- _____ ***Mailing matrix and Verification of Matrix** – The matrix must be typed and in the format required by the court guidelines.
- _____ **Certificate of Counseling, Motion for waiver of counseling requirement, or Statement of Exigent Circumstances and Request for additional time to satisfy counseling requirement.**
- _____ **Schedules and Statement of Affairs—** Schedules and Statement of Affairs are due within 15 days of the filing of the petition.
- _____ **Statement of Current Monthly Income.** Due within 15 days of the date on which the petition was filed.
- _____ **Chapter 13 Plan** — The chapter 13 plan does not have to be filed with the petition, but is due within 15 days after the petition is filed unless the judge extends the time for filing the plan. It is best to file the plan with the petition.

*** These documents are required to be filed with the petition.**

NOTE!

Extension of Time – The debtor may ask for an extension of time to file documents not required to be filed with the petition. A suggested form for an extension and an order is included with other forms on the court web site. Generally an extension will not be granted later than 5 days before the scheduled creditors’ meeting date.

Waiver of Fees – If the court does not grant a waiver of fees, the debtor will be required to pay the fee in full or to file an application to pay the fee in installments [with an initial minimum payment of \$15.00] within 10 days. If the fee is not paid or an installment application is not approved within 10 days, then the case will be dismissed without a hearing.

Copies – We do not require any copies to be filed with the original documents. However, if you wish a file-stamped copy for your records, you should include a copy and self-addressed return envelope with sufficient postage for the copies which you want.

Staples – Do not staple any documents together – Please use binder clips.